

## YOUR GUIDE TO LIVING IN MOSAIC, THE VALLEY.





## LETTER FROM GAVIN

It is my pleasure to congratulate you on your purchase and welcome you to the Mosaic community.

For us, this is the most exciting phase in the development of a building – when our customers move in and a community comes to life. For you, it is an equally exciting time as you take ownership of your apartment.

Today, we expect much more from our homes. At Leighton Properties, we're passionate about creating more than just liveable and well considered apartments. We want to create spaces that are meaningful for you and contribute to your life and to the wider fabric of our cities.

Our vision for Mosaic was to create a convenient and secure building immersed in the vibrancy of the James Street precinct, giving you the choice to engage in cosmopolitan life or seek solitude on your exclusive roof top oasis.

The apartments are designed to rise several levels above the street, providing wonderful outlooks over the city and surrounding districts. We have activated the street by incorporating shop fronts suitable for dining and small convenience retailers. Mosaic's boutique hotel also means you or your tenants can enjoy hotel style services, a unique residential convenience offering.

We know the settlement process can make your busy life even busier and we want to help make your move-in experience the best we possibly can. This guide provides you with all the necessary information you need to make the most of your unique investment.

Again, I congratulate you on your purchase and hope you enjoy your new apartment in Mosaic.

Yours sincerely,

Gavin Tonnet

National Head of Residential

Leighton Properties



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# WELCOME TO YOUR NEW APARTMENT IN MOSAIC

### LEIGHTON PROPERTIES ARE PLEASED TO WELCOME YOU TO MOSAIC APARTMENTS.

This guide provides a wealth of information about your new apartment, Mosaic's facilities, and the surrounding Fortitude Valley to help you make the most of your new community and home.

- Contacts of people who can help you
- ► Moving in and out of Mosaic
- Information on caring for and maintaining your apartment

#### YOUR NEW ADDRESS IS

Your apartment number 8 Church St FORTITUDE VALLEY 4006



#### MOSAIC ON-SITE MANAGERS

#### ALPHA HOTELS AND RESORTS, MOSAIC APARTMENT MANAGEMENT

#### **Operations Manager**

#### **Email**

ops.mos@alphahotels.com.au

#### **Leasing and Administration Manager**

#### **Email**

admin.mos@alphahotels.com.au rentals.mos@alphahotels.com.au

#### **Phone**

07 3332 8800

#### Location

Residential lobby located on the plaza level

#### **Open Hours**

Monday to Friday, 8:30am – 5:00pm Saturday, 9.30am – 3.30pm (excluding public holidays)

#### YOUR ON-SITE MANAGER CAN ASSIST YOU WITH:

- Questions about Mosaic
- Questions about Fortitude Valley
- Letting of apartments
- Control of key and access systems
- Advising the Body Corporate on issues concerning the building common property
- Supervision of works on common property
- Supervision of the observance of the Mosaic Apartments By-Laws and other rules relating to the building
- Management and disposal of garbage
- Coordination of mail and other goods deliveries
- Coordination of moving in and out of the building

#### **EMERGENCY OR AFTER HOURS**

In the event of an emergency (for example, a burst water pipe, gas pipe leak or bare electricity wires), please contact:

#### Reception

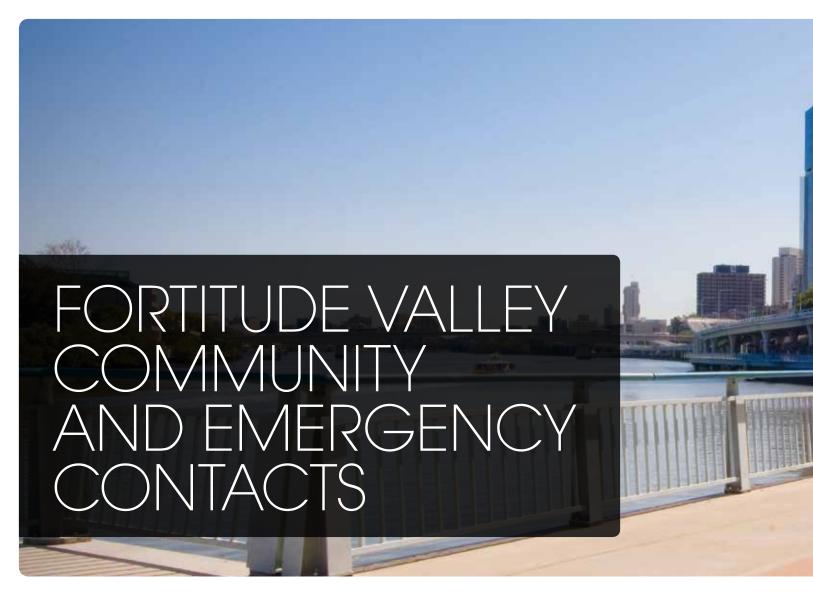
07 3332 8800

For after hours, please contact:

#### **On-Site Building Manager**

07 3332 8800

If there is an emergency requiring police, fire or ambulance attention, please dial 000.



#### **LOCAL AUTHORITY**

#### **Fortitude Valley Police**

#### Phone

07 3131 1200

277 Brunswick Street, Fortitude Valley, QLD 4006

If you need Police, Fire or Ambulance in an emergency, please dial 000

#### **Brisbane City Council**

#### Phone

07 3403 8888 (24 hours a day, 7 days a week)

Online forms and services including change of address:

http://www.brisbane.qld.gov.au/about-council/contact-council

A Brisbane Resident's Guide is available online:

http://www.brisbane.qld.gov.au/community/community-support/migratingbrisbane/brisbane-residents-guide

#### **LOCAL HOSPITAL AND MEDICAL CONTACTS**

#### Royal Brisbane Women's Hospital

#### Phone

07 3636 8111

Butterfield Street, Herston, QLD 4029

#### **Central Brunswick Medical Centre**

#### **Phone**

07 3852 2733

16/421 Brunswick Street, Fortitude Valley, QLD 4006



#### LOCAL HOSPITAL AND MEDICAL CONTACTS (cont'd)

#### **Bowen Hills Medical Centre**

#### Phone

07 3252 7775

#### O'Connell Terrace Clinic

8/7 O'Connell Terrace, (Cnr Hamilton Place) Bowen Hills, QLD 4006 or

#### **Brookes Street Clinic**

2/78 Brookes Street, Bowen Hills, QLD 4006

#### **FITNESS FACILITIES**

#### The Valley Pool

#### Phone

07 3852 1231

432 Wickham Street, Fortitude Valley, QLD 4006

## MOVING IN AND

FOR ACCESS AND LIFT BOOKINGS, PLEASE CONTACT YOUR ON-SITE MANAGER BEFORE MOVING IN OR OUT OF YOUR APARTMENT OR FOR LARGE DELIVERIES.

#### **YOU NEED TO**

- ► Contact your On-Site Manager to secure a time slot
- Provide furniture trolleys to move your furniture, up in the lift and along the foyer to your apartment door
- Protect the common areas from damage as any damage caused will be fixed at your cost and payable at the time of damage

#### YOUR ON-SITE MANAGER WILL

- ► Allocate lift times and other facilities
- Provide curtain protection to the interior of the lifts
- Provide you with information on truck access and parking

## OUT OF MOSAIC

#### **HEIGHTS TO CONSIDER**

- ► The loading dock entry height is 4.5m and can be accessed by Church Street
- ► The car park areas have a height limit of 2.25m for vehicles and 2.1m for pedestrian areas
- ► The lift dimensions are: Internal width 1400mm by 1900mm / Height 2100mm / Door opening 1090mm by 2000mm



#### **DISPOSING OF EMPTY BOXES**

During the initial move-in period, recycling bins will be located in the loading dock for you to dispose of any excess cardboard boxes. Boxes must be flat-packed before placing them in the bin.

#### **DONATE YOUR UNWANTED ITEMS**

Many charity stores will happily accept unwanted household items such as clothing, bric-a-brac and furniture. Please contact them beforehand to ensure that they can accept your unwanted items and arrange pick up or drop off.

#### **CHARITY CONTACTS**

#### Lifeline

#### **Phone**

07 3252 7556

680 Ann Street,

Fortitude Valley, QLD 4006

#### **Salvation Army**

#### Phone

07 3252 7170 or 13 72 58

256 Wickham Street,

Fortitude Valley, QLD 4006

#### St Vincent De Paul

#### Phone

07 3252 9856

Cnr Brunswick and Alfred Street, Fortitude Valley, QLD 4006



# PROTECTING YOUR APARTMENT DURING THE MOVE

Once you or your tenant have moved into your new apartment, any marks, dents or scratches that occur to walls or surfaces are the responsibility of the resident to rectify.

#### HERE ARE SOME HINTS TO HELP PROTECT YOUR APARTMENT

- Avoid scuffing, chipping or knocking walls, door frames and ceilings by putting protective covers / towels on items with sharp corners or edges
- Do not drag heavy items across carpets, tiles or any flooring
- Apply felt pads to moveable furniture in tiled living areas to minimise reverberating noise to residents below

## DON'T FORGET TO LET EVERYONE KNOW YOU HAVE MOVED

# HERE'S A QUICK CHECKLIST Your bank Your insurance company The Department of Transport and Main Roads Your employer Your school Your mobile phone provider Your family and friends The taxation office The electoral commission

## CONNECTING YOUR SERVICES

SERVICE	WHERE'S THE METER?	WHO WILL SEND ME AN INVOICE?	HOW WILL THE COST BE DETERMINED?
Electricity	Common area hallway	Silver Asset Services	Based on consumption
Domestic water	Common area hallway	Queensland Urban Utilities (QUU)	Based on consumption
Chilled water (air conditioning)	Ceiling space of apartment	Silver Asset Services	Based on consumption
Hot water (Gas)	Common area hallway	Silver Asset Services	Based on consumption of water and consumption of gas to heat the water
Gas (cooktops only)	No meters provided	Silver Asset Services	Split equally amongst occupants

#### MAKING YOUR CONNECTION

Silver Asset Services (SAS) has been contracted by the Body Corporate to carry out the billing administration for electricity, gas, hot water and air conditioning.

- To connect your utilities, complete the form available at www.silverasset.com.au/getconnected
- You will need to ensure this form is complete and returned to SAS within 5 days of settlement to ensure you power remains connected

Your first invoice will be issued upon receipt of your application and will include some applicable fees and a security deposit. For more information you can contact Silver Asset Services:

#### **Phone**

07 3010 5560 or enquiries@silverasset.com.au

#### **SAVING ENERGY**

Located near the front door of your apartment is the energy saving switch identified by a red light. Using this switch will help you save energy by turning off non-essential power such as air conditioning, fans and lights without turning off power to power points. This means essential items such as your fridge will operate as normal.

#### **ELECTRICAL DISTRIBUTION BOARD**

The electrical distribution board is located within a bedroom robe or closet in your apartment. If you experience a sudden power cut it is recommended to check this power board first.

#### **GAS ISOLATION VALVE**

A gas isolation valve is located within your apartment. The most common location is in the kitchen in a cupboard near to the gas cooktop. It is identifiable with a yellow handle and should be switched off in an emergency.

#### **COLD WATER ISOLATION VALVE**

A cold water isolation valve is located in your apartment. This will be either within the base cupboard of your laundry tub or under the bathroom sink and should be turned off in an emergency.

#### **HOT WATER**

There are a number of hot water risers on each level to ensure you get timely hot water.

## CONNECTING TO THE NBN

#### INTERNET AND CONNECTING PHONE THROUGH NBN

The National Broadband Network (NBN) offers fast internet connection and is available at Mosaic. You can connect to the NBN by contacting your preferred internet and phone provider.

The NBN distribution unit box is located within a cupboard or robe in your apartment and is where you connect a router or modem. Your service provider may provide or sell this device to you.

Behind each data point in your apartment should be a hand written number. This number correlates to the same number within the distribution unit.

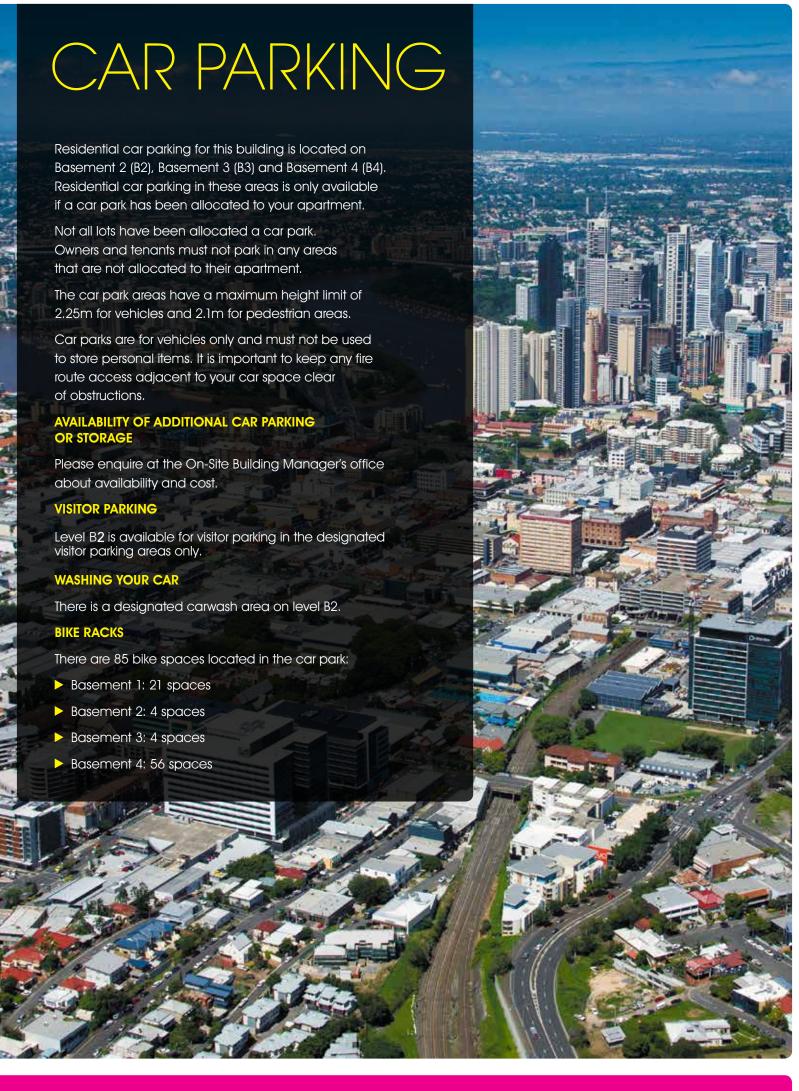
Mosaic has been registered with NBN as 8 Church Street.

For more information on NBN you can visit www.nbnco.com.au or contact 1800 687 626.

#### TV

Both Free to Air and Foxtel television points are installed in your apartment adjacent each other. Contact Foxtel on 1300 558 679 or via www.foxtel.com.au to set up an account and make a connection.





## COLLECTING YOUR MAIL

Your mailbox is located near the lifts in the residential lobby on the plaza level and requires key access.

### KEEPING PETS

If you would like to keep a pet, you need written approval from the Body Corporate. The Body Corporate will need to deem that the pet does not affect the peaceful enjoyment of other residents and complies with the By-Laws.

Any approved pets will need to be on a lead at all times within common areas of Mosaic.

Ask your On-Site Manager for a request form.

## DISPOSING OF YOUR RUBBISH

Refuse rooms are located on each level for general waste.

#### **GENERAL WASTE**

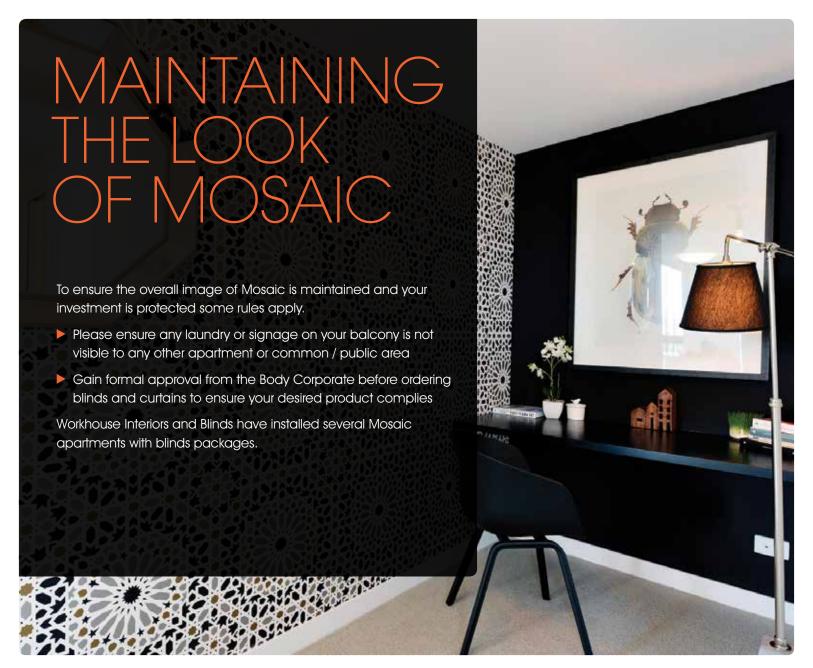
- ► Should be sealed in a plastic bag
- Can be disposed of down the garbage chute
- Glass should be removed as this is a safety concern for cleaning staff

To avoid a fire hazard, unwanted odours and stains, please do not leave garbage that does not fit down the chute in the refuse room.

Your On-Site Manager can advise you where to dispose of larger items.

#### **RECYCLING WASTE**

- Should be rinsed with water before disposal
- Can be disposed of in the bins provided on the loading dock



#### **ALTERING YOUR APARTMENT**

If you wish to carry out any works within your apartment or balcony you need consent from the Body Corporate and you should read the Mosaic By-Laws carefully.

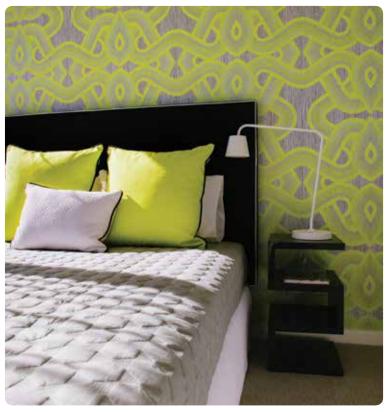
The walls, ceilings and floor coverings are an integral part of the fire rating and acoustic properties of the building. You must consider if any work will affect these properties. You should have a professional builder and acoustic consultant undertake a review of any works.

Any amendment(s) to the building may void any warranties provided.

#### HANGING ITEMS TO YOUR APARTMENT WALLS

We recommend that wall fixings are attached by a professional tradesperson. Do consider the weight of the item being hung.

An appropriate detection device should also be used to avoid fixings hitting electrical cabling or plumbing.



## SAFETY, SECURITY AND ACCESS

Mosaic's integrated security system comprises a closed circuit television (CCTV), fob key access and audio intercom system.

The residential security systems are co-ordinated and monitored by your On-Site Building Manager.

#### **FOB KEYS**

Your apartment is issued with fob keys that are coded to provide access only to your floor of residence and common areas.

Leaving fob keys near a magnet or direct sunlight can cause them to malfunction.

#### Please contact your On-Site Manager to:

- Request any additional access fob keys
- Notify of a lost or stolen fob key

#### **AUDIO INTERCOM ACCESS**

The audio intercom system controls guest entry at Mosaic's main entrances. Guests have a predetermined time to enter a lift and press your apartment's floor number before they will need to re-dial for access.

#### **CCTV**

Closed circuit cameras, monitored on-site, record all activities in security sensitive common areas.

Areas that are typically covered by security cameras include each basement level, plaza lobbies and front entries (East Street and Church Street). Security cameras cannot observe activities within individual apartments.

#### FRONT DOOR COMPLIANCE

The front entrance door of your apartment is a fire door, and there is strict legislation dictating the type of locks that can be installed. If you wish to install an additional or replacement lock on your apartment entrance door please speak to your On-Site Manager to ensure it complies with the appropriate regulatory standards.

Non approved / tested door hardware may result in the fire door no longer complying with its tested fire rating standard.





#### **WINDOW SAFETY**

Certain windows within your apartment have been designed to help prevent accidental falls by children. The window opening sizes differ due to the different level of adult supervision generally considered within each room.

- In bedrooms all sliding window opening sashes have been designed to open to maximum 125mm.
- ▶ All opening sashes to living room sliding windows have been fitted with a key mechanism to allow the window to be manually opened further than 125mm. The safety mechanism defaults to re-activate at each opening event.

#### FIRE EVACUATION PLAN

- ▶ All common areas, inclusive of hallways and fire exits, must be kept free from obstruction at all times. Personal belongings including shoes, plants and decorative items are not permitted to be left in these areas.
- The Fire Evacuation Plan explains the steps you are to follow and identifies appropriate exits in the case of an emergency. If you would like a copy of any Fire Evacuation Plan you can contact your On-Site Manager.

#### **SMOKE ALARMS**

Your apartment is fitted with 1 or more smoke alarms. Test the batteries regularly and replace if required. If the smoke alarm emits a 'chirp' the battery needs to be replaced.



#### THE ALPHA MOSAIC HOTEL

The boutique Alpha Mosaic hotel features 48 guest rooms and suites, a restaurant and lobby bar.

The hotel's service offers unique benefits to those living in Mosaic apartments including:

- Restaurant and bar discounts at the hotel restaurant and lobby bar
- Room service and catering to your apartment
- Concierge services, taxis and tours
- Apartment lock-up / open up for when you go away
- Apartment cleaning
- Parcel collection
- Dry cleaning collection
- Access to special rates on hotel accommodation

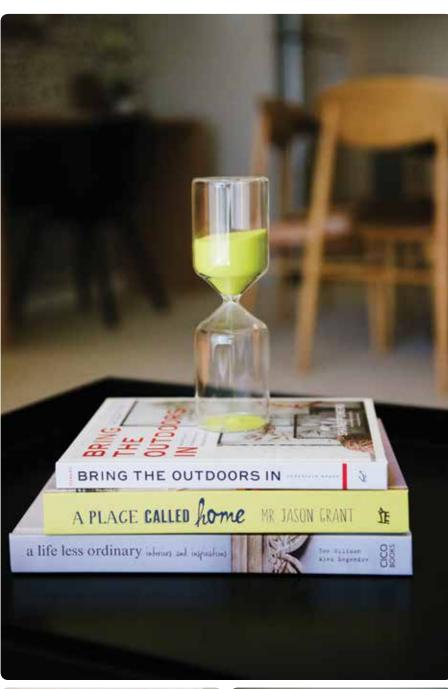
These services are available to all apartment owners residing in Mosaic and tenants or owners with a letting agreement in place with Mosaic Apartment Management.

Please ask your On-Site Manager about how to make the most of Mosaic's hotel-style services.

HER LEFT US WHEN I WAS 4 YEARS THEN MY FATHER TOOK ME SO E HIS DISAPPEARANCE IN FEBRUAL 30UT A BOX HE CONCEALED THE EEN MILLION AND SEVEN HUNDRED TH TATE DOLLARS DEPOSITED III JRITY COMPANYS IN EUROPE I AND DECLARED THE BOX













Your apartment has been inspected and tested for possible defects by the Mosaic team, the builder, and independently by Handovers.com.

A 90 day defect liability period applies to your apartment from the original date of settlement and any defects need to be formally advised within that timeframe

If any defects become apparent in your apartment or if you would like to know more about what constitutes a defect please contact your Mosaic Customer Experience team prior to the end of your 90 day defect period. If you are unsure about any defects we are happy to help you. You can contact your Customer Experience team via customerservice@mosaicthevalley.com.au.

#### **IF YOUR APARTMENT IS TENANTED**

Defects raised by tenants occupying apartments during the 90 day period should be included on this defect list.

We recommend you make arrangements for access to your apartment to have this list completed, or ask your Property Manager to co-ordinate this with tenants on your behalf.

#### **NOTIFYING US OF A DEFECT**

- ▶ Complete a "Notice of Defect" form and email your defect list to customerservice@mosaicthevalley.com.au
- ▶ Your Customer Experience team at Leighton Properties will liaise with the builder and identify items which should be rectified as minor defects
- ▶ The builder will contact you or your tenant direct to arrange for access into your apartment and have the item inspected and rectified
- ▶ On completion the builder will return the "Notice of Defect" form to the Leighton Properties Customer Experience team
- ► The Leighton Properties Customer Experience team will notify you and the Building Manager that the defect has been rectified

#### **EXAMPLES OF MINOR DEFECTS** (BUT NOT LIMITED TO)

- ▶ Bubbles in the paint caused by water leaks
- Water is ponding and not falling to the shower waste
- Windows are not operating smoothly
- ► There are plumbing leaks
- ▶ The half flush button is not working on the toilet cistern
- Your shower screen is leaking







Blown light bulbs



No power Check your appliances have not triggered the safety switch

# EXAMPLES OF ITEMS THAT ARE CONSIDERED GENERAL MAINTENANCE AND ARE THE RESIDENT'S OR OWNER'S RESPONSIBILITY



Curtains or blinds have fallen down



Appliances including your oven,
cooktop, air conditioner and dishwasher
Please read the manuals provided and
contact the supplier direct

# EMERGENCY DEFECTS



# CARE AND MAINTENANCE

#### A FEW CARE AND MAINTENANCE TIPS

You will be provided with appliance instructions, manuals and warranties on a USB stick as part of your Guide to Living in Mosaic at settlement.

Please refer to the full supplier warranties and care manuals to ensure you are maintaining your apartment fixtures in accordance with supplier recommendations and to avoid warranty issues.

Here are a few tips to help you:

#### PREVENTING BLOCKAGES IN THE DRAINAGE PIPES

Being a multistorey residential building, there are line feeds from the apartments into the waste stack. What is poured down your sink has an impact on the plumbing to the whole building. You can help by taking measures to prevent blockages.

Warning signs of plumbing problems include odours from the sink, gurgling water and slow draining water.

#### IN THE KITCHEN

- Pour oils into sealed containers / jars and dispose securely in the rubbish
- Wipe grease and food from pots and pans using paper towels before rinsing
- Use the drain plugs to catch food waste
- Rinse dishes under hot water
- Clean dishes with hot soapy water
- ► Routinely pour boiling water down the drain

#### IN THE OVERFLOW AND LAUNDRY

- Keep drains clear of hair and soap residue
- Do not overdose the measure of washing powder in the machine
- ▶ If your apartment has a smell coming from this area clear the waste by pouring a bucket of fresh water or diluted disinfectant down your bathroom and laundry tub sinks

#### **CLEANING AND MAINTAINING YOUR APARTMENT**

- Regularly clean all joinery and hardware to avoid build up of dirt
- Use warm soapy water and a soft dry cloth to gently wash surfaces
- Dry surfaces with a clean soft cloth
- Cleaning solutions and powders that are caustic or abrasive may cause damage on certain surfaces and void your supplier warranties
- Remove stains immediately and in accordance with supplier recommendations
- Check all supplier warranties and care manuals for detailed cleaning and maintenance recommendations





Warranties are provided by various product manufacturers for varying periods. You will need to exercise your responsibilities for all warranties.

Should you have an issue with your appliance, follow these steps:

- Ensure the appliance is plugged in / switched on.Power points can be hidden in cupboards or under benches
- ▶ Follow directions provided in the instruction manual for operation
- Contact the manufacturer if an issue arises and arrange a service call

ITEM NO.	WHAT	BY WHO
1	Joinery	IJF, Sun Joinery and Aspect Joinery
2	Door hardware	Access Hardware
3	Shower screens, robe doors and mirrors	Civic Showscreens & Wardrobes
4	Tiling	Saba Bros
5	Carpet & marmollium	Master Kelwin
6	Electrical services	Q Electrical
7	Hydraulic services	Christopher Contracting
8	Sanitary fixtures	Harvey Norman Commercial
9	Mechanical services	HVAC
10	Fire services	Auscoast Fire Services
11	Bathroom hardware	Harvey Norman Commercial
12	Stone bench tops	Barron Forge
13	Electrical appliances	Miele or Harvey Norman
14	Apartment no. signage	Wood and Wood
15	Doors	Ikon Doors
16	Painting	Applikote
17	Windows	Queensland Facade Systems
18	NBN	NBN Co

## OPERATING YOUR AIR CONDITIONING

Your apartment is fitted with a chilled water air conditioning system. The system has the capacity to heat and cool and is thermostatically controlled and operated via a control panel.

#### Tips for the efficient operation of your air conditioning system:

- Follow the manufacturer's instructions
- ▶ The temperature setting should be set at a comfortable temperature for the season, 23 degrees is the recommended level
- Extremes of temperature require the system to work harder and use more power however does not make the room cool or heat faster
- ▶ When cooling, reduce the external heat load from the sun by closing the internal and external blinds and louvres
- When heating, open the external and internal shading so the sun can assist heating the apartment during the day
- Close the windows and doors. Heat loss or cooling loss through open windows and doors makes the air conditioning system work harder and may also cause condensation leaks from the supply air grills
- Clean the return air grill located in the ceiling seasonally to maintain efficient operating of the unit



#### WALL CONTROLLER OPERATION



#### **OVERVIEW**

NOTE: The displayed temperature on the LCD of the remote control is indicative only.

#### **OPERATION**

Turn the air conditioner on or off by pressing the 'On / Off' button

NOTE: When the unit is turned off, the next time the unit starts it will be in the last mode of operation.

#### **HEATING or COOLING**

- To put the unit in either heating or cooling mode, press the 'MODE' selection button until 'HEAT' or 'COOL' is selected
- Adjust the temperature by pressing the down or up arrow on the 'SET TEMP' button
- Select the fan speed by pressing the 'FAN SPEED' button

#### **AUTOMATIC**

- To put the unit in automatic mode, press the `MODE' selection button until 'AUTO' is selected
- Adjust the temperature by pressing the down or up arrow on the 'SET TEMP' button
- Select the fan speed by pressing the 'FAN SPEED' button. If auto fan mode is selected, the fan speed will automatically select the speed to maintain maximum efficiency

#### **FAN ONLY**

To put the unit in fan mode press the 'MODE' selection button until 'FAN ONLY' is selected.

## YOUR GLOBAL INVESTMENT PARTNER

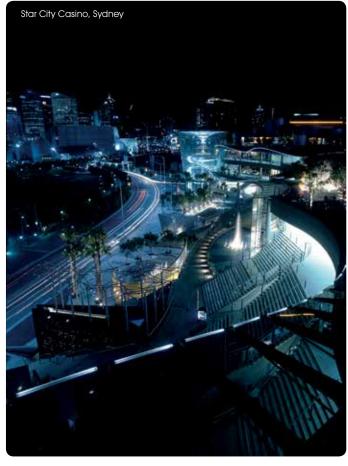




#### **LEIGHTON PROPERTIES – DEVELOPER**

- Established in 1972, Leighton Properties has more than 40 years experience and is one of the largest and most trusted developers in Australia.
- Leighton Properties is the development arm of Leighton Holdings – a global leader in property and construction and a Top 50 ASX listed company with a A\$7 billion+ market capitalization operating in over 20 countries.
- Leighton Properties understands the fundamental role that culture, sustainability, quality of public places, and design amenity in the home has on its customer's lives.

















#### IMPORTANT NOTE ABOUT BY-LAWS

The Mosaic By-Laws regulate the use, function, day-to-day management, controls and operation of the Mosaic building and apartments.

Each owner and occupier of an apartment must comply with the By-Laws. The By-Laws set out your rights and obligations in Mosaic. (For example, whether you are entitled to keep a pet, how to dispose of your garbage and what consents you will need to carry out building works). The Mosaic By-Laws are contained in schedule C of the Mosaic Residential Community Management Statement (CMS).

Disclaimer: Note, all reasonable efforts have been made to ensure that information contained in this document is correct at the time of printing. Some of the information in this publication has been taken from the By-Laws adopted by the Body Corporate which may be revised from time to time. For an updated copy, please contact your On-Site Manager. The information, statements and opinions expressed in this publication are only intended as a guide to some of the important considerations to be taken into account relating to the property.

Neither the Seller nor the Selling Agent or any other person involved in the preparation of this material gives any guarantee or assurance or gives any warranty about the accuracy of any information contained in this publication or accepts any liability for any loss, damage or other consequences which may arise as a result of any person relying upon or using the information and opinions contained in this publication. The Seller, the Selling Agent and any person involved in the preparation of this material disclaim all warranties, representations and endorsements with regard to the information contained in this publication.

This publication is confidential to the person to whom it is presented and is not to be passed on to any other party or reproduced in part or in whole

Any intending Buyer should satisfy themselves regarding all aspects of the property by obtaining independent advice and making their own enquiries about the accuracy of the information set out in this publication.

For more information, please visit info@mosaicthevalley.com.au | mosaicthevalley.com.au

#### Call 1800 615 811

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